



VOLUNTEER MANAGEMENT ACTION PLAN WORKBOOK

Volunteers - Karting's Heroes



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Keeping It Simple

Our sport is thriving at the moment in all areas bar one – we have a shortage of Volunteers – On Track as Race Officials and Off Track as Club Volunteers. Our dedicated volunteers, bring excitement, integrity, and safety for local races to the Australian Kart Championship. They're the backbone, shaping future motorsport champions and crafting unforgettable experiences and fun for young and old alike.

However, we're at a crossroads. Modern life, coupled with the challenges of COVID-19, has intensified our volunteer shortage, risking burnout and high turnover. This could jeopardise karting's future.

At Karting Australia, we view these challenges as opportunities. Our goal is to elevate karting participation and diversify experiences for all drivers. To succeed, we need a robust, innovative volunteer strategy both on and off the track.

Accordingly, we introduce to you our Volunteer Management Framework, this Volunteer Management Action Plan (**V-MAP**) Workbook and our Customisable Club and State Association Volunteer Management Plans and a suite of additional resources. These are not just documents but a commitment to empower our volunteers, ensuring a vibrant future for our sport. Together, we can adapt, innovate, and drive karting to new heights.

Kelvin O'Reilly
Chief Executive Officer
Karting Australia

7 STEPS TO DESIGNING YOUR CLUB'S V-MAP

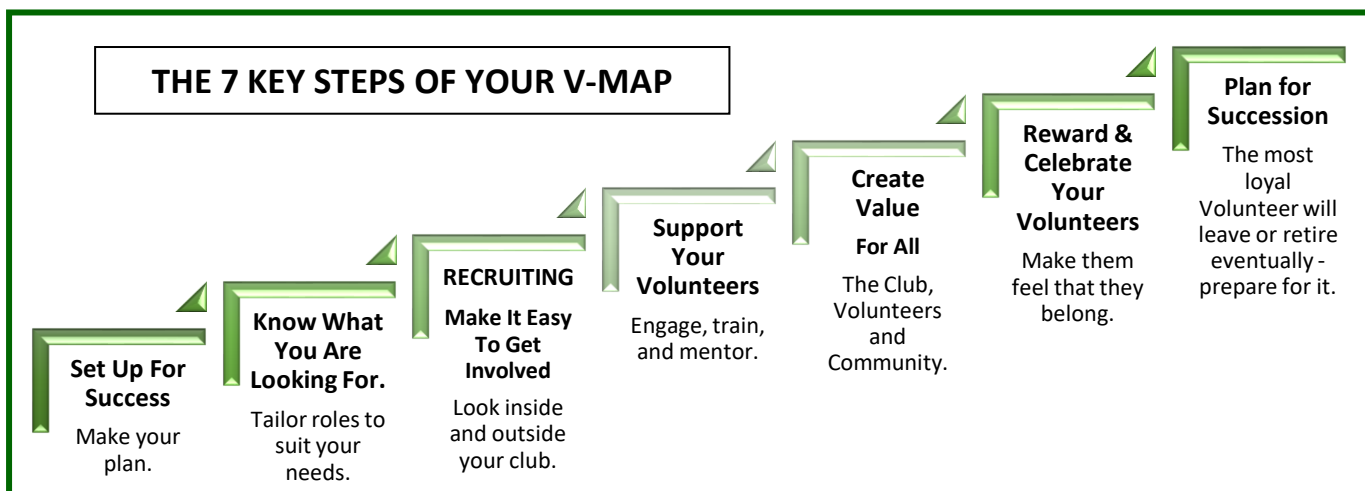
Our plan for managing volunteers helps Karting Clubs set clear goals and ways to improve how we get and keep volunteers. It's very important to care for, recognise, and reward our volunteers to keep our club going. Making and carrying out this plan, and finding someone to manage the volunteers, needs to be a team effort with people from all over our Club working together. The main goal of the plan is to make the club run better.

We outline the important things we need to think about for managing volunteers, along with some examples of things we could do. It's a good idea to think about each area, but you don't have to do exactly what's suggested. Ideally, each Club should have someone in charge of volunteers. But we know that might not be possible for every Club. If that's the case, current Committee members can take on parts of the job.

The plan for managing volunteers is intended to do two main things: get volunteers involved and keep volunteers actively engaged and recognised by our Members.

These tasks need to work together all the time to get the best results. The success of the plan depends on the Club really wanting to make volunteering in karting a good experience. If the Club isn't excited about it, it's not fair to expect the volunteers to be either.

Lastly, there are our 7 Key Steps that come together and form our V-MAP. It outlines the steps that we as a Club need to take to give effect to our plans.



V-MAP Overview

Overview – The 7 Key Steps Of Your Volunteer Management Plan		
Step 1	SET UP FOR SUCCESS:	Use the information in this Volunteer Management Framework document help you to develop a plan to recruit, empower and celebrate your volunteers. Laying a solid foundation should make it so much easier you and those who will follow in your footsteps in the months and years ahead.
Step 2	KNOW WHAT YOU'RE LOOKING FOR: Develop Your Plan, Establish The Important Roles	A clear Volunteer Plan lets everyone know how they can help and what they're expected to do. A well thought out plan that fits the size of your Club: <ul style="list-style-type: none"> • Helps you manage volunteer recruitment and training. • Describes club roles and what each member can offer. • Ensures a friendly place for volunteers. • Anticipate and addresses issues that may arise. • Appreciates volunteers. • Identify and understand the tasks that need to be done – On Track and Off Track. • Adopt or write Position Descriptions.
Step 3	RECRUITING: Attracting Your Volunteers	Look inside and outside your Club. Ask people to help. Advertise. Selection and Screening
Step 4	SUPPORT YOUR VOLUNTEERS	Creating a great experience will help keep your volunteers coming back. Proudly teach them about your Club. Be welcoming, friendly, supportive. Induct, train and mentor your new volunteers.
Step 5	CREATE VALUE FOR ALL: Your Club, Volunteers & Community	Volunteers bring a sense of dedication, community, and selflessness to a club, bringing energy and a shared purpose. In return, a club can enrich their volunteers' experiences by providing opportunities for personal growth, skill development, and fostering a sense of belonging and achievement.
Step 6	REWARD AND CELEBRATE YOUR VOLUNTEERS	Recognising and celebrating volunteers is essential for your club. It fosters a sense of appreciation and community, motivating members to continue their valuable contributions. Appreciation and rewards come in many forms and leads to long term mutually beneficial relationships.
Step 7	PLAN FOR SUCCESSION	A club's sustainability relies on effective succession planning for its volunteers. For a club to thrive and maintain continuity, it's imperative to have succession plans in place for its volunteers.

Actions That The Club Will Consider Taking

The following seven tables contain numerous discussion points and actions that each Club should consider for inclusion in their V-MAP. Add/Change the traffic light under status as you move through the tables.

Step 1: SET UP FOR SUCCESS		
STATUS		
 Not Started	 In Progress	 Completed
1. Background & Importance of Volunteering in Karting		Status
	Understand the broader benefits of volunteering beyond the track. <ul style="list-style-type: none"> • Building new friendships. • Becoming part of a community. • Acquiring new skills. • Boosting confidence. • Spending quality time with family. • Feeling a sense of purpose and giving back. • Experiencing enjoyment and fun. 	
2. Framework Principles for Volunteer Management		
Develop a Plan	<ul style="list-style-type: none"> • Ensure the plan is easy to implement and understand. • Make volunteering attractive. • Offer a positive social experience. • Address time constraints by ensuring timely volunteering experiences. • Make the experience rewarding. Remember: Recognition + Reward = Retention. 	
Know What You're Looking For	<ul style="list-style-type: none"> • Tailor roles to support club needs. • Identify and remove barriers to keep volunteers engaged. 	
Recruiting	<ul style="list-style-type: none"> • Simplify the process of getting involved. • Clearly communicate contact details and role descriptions. 	
Support Volunteers	<ul style="list-style-type: none"> • Train and educate volunteers. • Schedule regular check-ins. 	
Create Value	<ul style="list-style-type: none"> • Showcase and celebrate volunteer contributions. • Inform members about the impact of volunteers on the organisation and community. 	
Foster a Sense of Belonging	<ul style="list-style-type: none"> • Include volunteers in all activities. • Engage them in regular communications, social events, and recognition activities. 	
3. Addressing Common Barriers to Volunteering		
Time Constraints	<ul style="list-style-type: none"> • Offer short tasks or one-time activities. • Facilitate online tasks. • Promote role-sharing among friends. • Propose short-term projects with clear end dates. 	
Lack of Direct Invitation	<ul style="list-style-type: none"> • Directly ask potential volunteers. • Encourage club leaders to personally invite others. • Clearly define required help. • Understand motivations for joining the club and link them to volunteering opportunities. • Offer support and encourage group volunteering. 	

Lack of Awareness	<ul style="list-style-type: none"> Regularly communicate available roles. Utilise newsletters, social media, and websites for promotion. Engage club leaders in identifying potential volunteers. Offer flexibility in role scheduling. 	●
Feeling Unskilled	<ul style="list-style-type: none"> Clearly define roles without jargon or acronyms. Offer support or assign a buddy for guidance. Regularly check in and offer assistance. Start with simple tasks. 	●
Lack of Confidence	<ul style="list-style-type: none"> Implement a buddy system. Begin with easy tasks. Provide necessary training and support. Encourage group participation. 	●
4. Appointing a Volunteer Coordinator (For Medium and Large Clubs)		
Role & Responsibilities	<ul style="list-style-type: none"> Act as a bridge between the committee and volunteers. Understand volunteer needs. Determine the number of required Race Officials/Club volunteers. Match Race Officials/volunteers with suitable roles. Recognise and reward Race Officials/volunteers. Collaborate with the committee for future Race Officials/volunteer needs. 	●
Position in the Committee	<ul style="list-style-type: none"> Can be a standalone role or part of another role. Larger clubs should consider a dedicated coordinator. 	●
Selection Criteria	<ul style="list-style-type: none"> Choose someone who is friendly, communicative, organised, people-oriented, and problem-solving. 	●
Support for the Coordinator	<ul style="list-style-type: none"> Allocate a budget for volunteer activities. Discuss volunteers in every committee meeting. Schedule sessions to review the volunteer process. Provide necessary tools like communication apps and scheduling information. 	●



Step 2: DEVELOP YOUR PLAN - Know What You're Looking For

STATUS



Not Started



In Progress



Completed

1. Introduction		STATUS
Purpose of the Plan	<ul style="list-style-type: none"> A clear Volunteer Plan lets everyone know how they can help and what they're expected to do. 	
Benefits of Volunteering	<ul style="list-style-type: none"> Making friends, joining a community, learning, feeling purposeful, and giving back. 	
Importance of Club Culture	<ul style="list-style-type: none"> Ensure the club is welcoming, represents the local community, and supports volunteers. 	
2. Plan Sections		
Tasks and Roles	<ul style="list-style-type: none"> Define specific tasks and roles for volunteers. Assign responsibilities and set expectations. 	
Event Schedules	<ul style="list-style-type: none"> Outline when and where events will take place. Assign roles for each event. 	
Position Details	<ul style="list-style-type: none"> Describe each volunteer position in detail. List required skills or experience. 	
Welcome Processes	<ul style="list-style-type: none"> Create a process to welcome new volunteers. Ensure they are introduced to the club and its members. 	
Guidelines and Rules for Volunteers	<ul style="list-style-type: none"> Set clear guidelines and rules for behaviour and responsibilities. Ensure all volunteers are aware of these guidelines. 	
Member Skills and Reasons for Joining	<ul style="list-style-type: none"> Document the skills and expertise of each member. Understand their motivations for joining and volunteering. 	
Ways to Thank Volunteers	<ul style="list-style-type: none"> Develop strategies to show appreciation. Consider events, awards, or other tokens of gratitude. 	
Plans for Future Roles	<ul style="list-style-type: none"> Anticipate future needs and roles. Create a pipeline for training and promoting volunteers. 	
3. Value of Your Club		
Promotion	<ul style="list-style-type: none"> Emphasise the club's value beyond just races and driving fast. 	
Feedback	<ul style="list-style-type: none"> Ask volunteers why they like helping out and use their answers to attract more helpers. 	
4. Building a Welcoming Club Culture		
	<ul style="list-style-type: none"> Ensure representation of the local community. Organise family events. Offer diverse food and drink options. Regularly solicit feedback from members. Welcome new families and helpers with open arms. Ensure accessibility for everyone. 	
5. Challenges in Making a Plan		
	<ul style="list-style-type: none"> Recognise potential challenges such as resistance to change, differing opinions, and complacency. Develop strategies to address and overcome these challenges. 	
6. Steps to Create a Plan		
Find Key Roles	<ul style="list-style-type: none"> Identify the main committee and officiating roles that need planning. 	
Note Key Skills	<ul style="list-style-type: none"> Document essential skills or experience for key roles. 	

Determine Support Structures	<ul style="list-style-type: none"> Consider assistant roles or other support structures to back the plan. 	
Spot Potential Volunteers	<ul style="list-style-type: none"> Tap into networks to identify future volunteers. 	
Train and Grow	<ul style="list-style-type: none"> Offer training and support to prepare potential members for their roles 	
7. Tips		
	<ul style="list-style-type: none"> Store the plan online and ensure the Volunteer Coordinator has access. Regularly update the plan to reflect changes and new insights. 	
<p>By following your Volunteer Action Plan, your club can effectively manage and appreciate its volunteers, ensuring a thriving and inclusive community.</p>		



Step 3: RECRUITING – ATTRACTING YOUR VOLUNTEERS

STATUS



Not Started



In Progress



Completed

1. Understanding Tasks & Role Clarification		STATUS
Why Break Down Roles into Tasks?	<ul style="list-style-type: none"> Prevent burnout by distributing tasks. Facilitate targeted recruitment and training. Ensure clarity in roles and responsibilities. 	
How to Identify Tasks:	<ul style="list-style-type: none"> Engage committee members for task listing. Collaborate on tasks for roles like officials or team leaders. Estimate time for each task. Identify task barriers and solutions. Maintain a shared document for yearly review. 	
2. Volunteer Matching & Recruitment		
Match Volunteers to Tasks	<ul style="list-style-type: none"> Adjust roles to fit volunteers' skills and interests. Use task lists to brainstorm suitable volunteers. Discover hidden talents through volunteer forms. 	
Resources for Volunteer Engagement	<ul style="list-style-type: none"> ON THE TRACK and OFF THE TRACK tables. Karting Australia Club Toolkit. 	
3. Position Descriptions		
Importance of Position Descriptions	<ul style="list-style-type: none"> Clarify expectations, time commitment, and support. 	
Before Creating a Position Description	<ul style="list-style-type: none"> Evaluate role feasibility. Consider feedback, role division, and flexibility. 	
How to Write a Position Description:	<ul style="list-style-type: none"> Use the provided template. Customise with club details. List essential tasks and time commitment. 	
4. Volunteer Roles & Responsibilities		
Race Officials:	<ul style="list-style-type: none"> Refer to NCRs - General Rules, Chapter 7 and Appendix 1 to this Plan 	
Off-Track Volunteers:	<ul style="list-style-type: none"> Use the KA Club Toolkit for karting-specific templates. 	
5. Finding Volunteers		
Engage Existing Members	<ul style="list-style-type: none"> Understand member willingness and availability. Highlight club's appreciation for volunteers. Utilise player registration platforms for volunteer interest. Conduct an annual club survey. 	
Engaging Different Member Groups	<ul style="list-style-type: none"> Young members: Officiating, social media, event assistance. Parents: One-off tasks, officiating, teaming up with friends. 	
6. Seeking New Volunteers		
Expand Beyond the Club:	<ul style="list-style-type: none"> Attract diverse skills and backgrounds. Reflect the community's diversity. 	
Recruitment Strategies:	<ul style="list-style-type: none"> Social media campaigns. Collaborations with sponsors and former players. 	

	<ul style="list-style-type: none"> • Engage with local institutions and community groups. • Implement a referral program. 	
7. Advertising Volunteer Roles		
Creating an Effective Advertisement:	<ul style="list-style-type: none"> • Choose the right platform. • Use engaging content and visuals. • Highlight role benefits and requirements. 	
Application Process	<ul style="list-style-type: none"> • Understand role requirements. • Promote the position widely. • Use a detailed application form. • Screen and review applications. 	
8. Screening Volunteers		
Benefits of Screening:	<ul style="list-style-type: none"> • Ensure safety and suitability. • Recognise applicant skills. • Identify potential risks. • WWC checks are mandatory – no exceptions 	
Post-Application Steps:	<ul style="list-style-type: none"> • Match applicants with criteria. • Conduct interviews for essential roles. • Perform background checks, especially for roles involving children. • Review provided references. • Share conduct guidelines. 	
<p>This Volunteer Action Plan provides a structured approach to volunteer management, ensuring that clubs can effectively recruit, engage, and retain volunteers.</p>		



Step 4: SUPPORTING YOUR VOLUNTEERS

STATUS



Not Started



In Progress



Completed

Step 4: SUPPORTING YOUR VOLUNTEERS		
STATUS		
Not Started	In Progress	Completed
1. Welcoming Volunteers:		STATUS
First Impressions:	<ul style="list-style-type: none"> Give a warm welcome to all volunteers, both new and returning. Ensure newcomers feel valued and supported. Recognise and address any challenges or needs that some might face. 	
Welcome Kit:	<ul style="list-style-type: none"> Give a warm welcome to all volunteers, both new and returning. Ensure newcomers feel valued and supported. Recognise and address any challenges or needs that some might face. 	
Onboarding Process:	<ul style="list-style-type: none"> Consider appointing a Welcome Officer to greet new volunteers. Introduce newcomers to main members and leaders. Show appreciation for their effort. Record their contact details in the club's volunteer list. 	
Flexibility and Inclusivity:	<ul style="list-style-type: none"> Be flexible in roles and timing. Offer diverse food and drink options. Accommodate personal schedules. Ensure accessibility for all. Be mindful of any costs associated with volunteering. Introduce a buddy system for guidance. 	
2. Preparing Volunteers		
Information and Access:	<ul style="list-style-type: none"> Provide an information booklet about the club and their role. Share passwords and access to necessary software. Provide a list of club rules, policies, and procedures. 	
Orientation:	<ul style="list-style-type: none"> Offer a tour of the place. Hand over any essential keys. Mention any specific training or certificates required. If possible, let a previous volunteer guide them or pair them up with a buddy. 	
3. Training:		
Skill Development:	<ul style="list-style-type: none"> Offer Officials, Event planning and Administration Courses. Provide governance courses, e.g., the Directors course. Organise first aid lessons. Conduct alcohol service training. Host grant writing workshops. 	
Budgeting:	<ul style="list-style-type: none"> Allocate funds for volunteer training in the yearly budget, especially for courses like coaching. 	
<p>Always remember that creating a great experience will help keep your volunteers coming back. Investing in their onboarding and training is an investment in the club's future.</p>		

Step 5: CREATE VALUE FOR ME, THE CLUB AND THE COMMUNITY

Showcase And Celebrate Your Volunteers

STATUS



Not Started



In Progress



Completed

1. Keeping Volunteers Informed		STATUS
Why Update Volunteers?	<ul style="list-style-type: none"> Foster a sense of value and inclusion in decision-making. Notify them about changes affecting their roles. 	
What Should You Share?	<ul style="list-style-type: none"> Role modifications. Key contacts and emergency information. Policy and procedure updates. Upcoming events and significant dates. Opportunities for feedback. Staff changes. Support available for their roles. 	
Communication Tips:	<ul style="list-style-type: none"> Keep messages concise. Utilise diverse communication methods. Incorporate visuals for engagement. Always consider online posts as public. 	
2. Valuing Feedback		
Importance of Feedback	<ul style="list-style-type: none"> Enhance the volunteer experience. Demonstrate appreciation and value for their insights. 	
What Feedback to Seek?	<ul style="list-style-type: none"> Opinions on their role. Views on workload. Suggestions for betterment. Equipment or facility issues. Conflicts or disputes. Support requirements. Success anecdotes. Plans for future involvement. 	
How to Get Feedback?	<ul style="list-style-type: none"> Use varied methods: emails, calls, surveys, suggestion boxes. Combine formal and informal approaches. Archive feedback for future reference. 	
3. Improving the Volunteer Experience		
	<ul style="list-style-type: none"> Identify areas of improvement based on feedback. Prioritise these areas. Schedule and plan actions for changes. 	
4. CLUB VOLUNTEER GUIDELINES		
Club Volunteer Policy	<ul style="list-style-type: none"> Establish a policy for volunteer management. Ensure compliance with legal standards and Karting Australia's rules. 	
Club Volunteer Policy	<ul style="list-style-type: none"> Define which volunteer-incurred costs will be reimbursed. Examples: Office supplies, equipment, medical expenses, travel, accommodation, meals. 	
Choosing Volunteers	<ul style="list-style-type: none"> Implement a transparent selection process for crucial roles. 	
Volunteer Complaint Policy	<ul style="list-style-type: none"> Develop a policy detailing complaint handling. Specify the process, steps, and responsible parties. 	

Behaviour Rules (Codes of Conduct)	<ul style="list-style-type: none"> • The simplest way to proceed is to formally adopt the Karting Australia Code Of Conduct, member Protection Policy and Social Media Policies. • Set clear behavioural standards for members. • Include guidelines for social media conduct, interactions between Officials and Drivers, etc. 	
5. CHECKS FOR WORKING WITH CHILDREN AND POLICE		
Working with Children Checks	<ul style="list-style-type: none"> • Adhere to state-specific rules for checks. • Refer “Volunteer Management Framework” Page 19 • Ensure job descriptions mention these checks. 	
Police Checks	<ul style="list-style-type: none"> • Consider checks for roles with financial responsibilities, like the club Treasurer. • Inform about potential costs associated with these checks. 	

Step 6: REWARD AND CELEBRATE - Make Me Feel Like I Belong

STATUS

● Not Started

● In Progress

● Completed

1. Introduction		STATUS
	<ul style="list-style-type: none"> Recognise the importance of volunteers in Australian Karting. Emphasise the benefits of volunteering: fun, rewarding, opportunities for friendship, and skill acquisition. Highlight the diverse roles available, catering to different interests and schedules. 	
2. Appreciating Volunteers		
Understanding Volunteer Motivation:	<ul style="list-style-type: none"> Conduct regular feedback sessions or surveys to understand what drives each volunteer. Customise appreciation methods based on individual motivations. 	
Affordable Appreciation Methods:		
Public Recognition	<ul style="list-style-type: none"> Feature volunteers in newsletters. Spotlight volunteers on social media platforms. Nominate volunteers for larger, external awards. 	
Awards and Certificates	<ul style="list-style-type: none"> Introduce a 'Volunteer of the Year' award. Present certificates of appreciation to deserving volunteers. 	
Financial Incentives	<ul style="list-style-type: none"> Offer membership discounts to active volunteers. Provide free or discounted club clothing as a token of appreciation. Offer free meals during volunteering sessions or events. Give special discounts for activities to active volunteers. 	
Events and Gatherings	<ul style="list-style-type: none"> Host a special annual or bi-annual 'Thank You' event exclusively for volunteers. Organise regular meetups or gatherings to foster community among volunteers. 	
Career and Personal Development	<ul style="list-style-type: none"> Write recommendation letters for volunteers, especially those seeking employment or educational opportunities. Provide opportunities for volunteers to attend workshops or training sessions to enhance their skills. 	
3. Implementation and Monitoring		
	<ul style="list-style-type: none"> Assign a dedicated team or individual to oversee the volunteer appreciation initiatives. Regularly review and update the appreciation methods based on feedback and changing needs. Monitor the impact of appreciation initiatives on volunteer retention and satisfaction. 	
4. Conclusion		
	<ul style="list-style-type: none"> Reiterate the invaluable contribution of volunteers to the Australian Karting community. Encourage continuous engagement and feedback from volunteers to ensure their needs and motivations are consistently addressed. 	

This Volunteer Action Plan serves as a guideline for appreciating and retaining volunteers in the Australian Karting community. Regular reviews and updates will ensure its continued relevance and effectiveness.

Step 7: PLAN FOR SUCCESSION

STATUS



Not Started



In Progress



Completed

1. Understanding the Importance of Succession Planning		STATUS
	<ul style="list-style-type: none"> • Recognise the risks of not having a succession plan. • Emphasise the benefits of continuity and mentorship. • Educate club members about the value of passing down knowledge. 	
2. Identifying Key Roles and Responsibilities		
	<ul style="list-style-type: none"> • List all current volunteer roles within the club. • Highlight roles that are critical for the club's operations. • Define the responsibilities and expectations for each role. 	
3. Developing a Pool of Potential Successors		
	<ul style="list-style-type: none"> • Encourage members to express interest in various roles. • Identify members with potential leadership qualities. • Organise training sessions to equip potential successors with necessary skills. 	
4. Implementing Mentorship Programs		
	<ul style="list-style-type: none"> • Pair current volunteers with potential successors. • Create a structured mentorship program with clear objectives. • Schedule regular check-ins between mentors and mentees. • Encourage knowledge sharing and hands-on training. 	
5. Review and Update the Succession Plan Regularly		
	<ul style="list-style-type: none"> • Conduct annual reviews of the succession plan. • Update the plan based on changes in club operations or volunteer availability. • Gather feedback from members about the effectiveness of the succession plan. 	
6. Communication and Transparency		
	<ul style="list-style-type: none"> • Communicate the importance of succession planning to all club members. • Keep the club informed about potential successors and mentorship progress. • Encourage open dialogue about any concerns or suggestions related to succession. 	
7. Celebrate Successes and Transitions		
	<ul style="list-style-type: none"> • Acknowledge the contributions of outgoing volunteers. • Welcome and introduce new volunteers taking on key roles. • Organise events or ceremonies to mark leadership transitions. 	
8. Continual Learning and Improvement		
	<ul style="list-style-type: none"> • Encourage volunteers to attend workshops or seminars related to their roles. • Gather feedback post-transition to learn and improve the process. • Stay updated with best practices in volunteer management and succession planning. 	

By following this Volunteer Action Plan, the club can ensure a smooth transition of roles, maintain continuity, and foster a culture of mentorship and growth.

INSTRUCTIONS

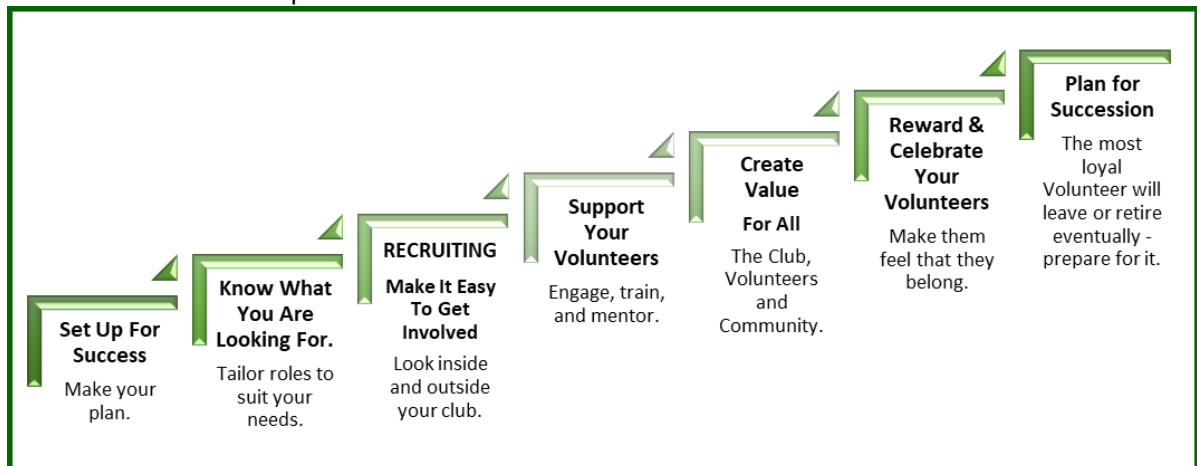
DESIGNING YOUR V-MAP

XX Delete the following Statement for your Completed Action Plan XX

Please note that this Volunteer Management Action Plan is a customisable tool for Karting Clubs and Member State Associations. Certain modifications may be needed to align the plan with the unique requirements of each Club and Association.

Follow these simple steps:

1. Read the Volunteer Management Framework and the preceding pages of this Workbook.
2. Familiarise yourself with the:
 - a. Customisable Volunteer Position Descriptions that we have prepared for you and that are available for your use on the Karting Australia website:
<https://www.karting.net.au/club-toolkit/volunteers>
 - b. Other volunteer resources that are also in the Club Toolkit.
3. Start the discussion about taking up the Volunteer Challenge in your Club.
4. Convene a Club Executive / Committee Meeting that is devoted solely to addressing the Volunteer Challenge where you will start to formally address the issue of On-Track (Race Officials) and Off-Track Volunteering in your Club.
5. Follow the 7 V-MAP Steps:



6. Document your V-MAP by
 - a. Selecting your preferred **V-MAP template** that we have prepared and that suit the size and needs of your Club that start on page 5 of the “[Club Name] V-MAP” document; and
 - b. Adding in action points from the “7 Step V-MAP template tables” from the preceding pages.
7. Once you have finalised version 1 of you Club’s V-MAP, put it into action. (Your V-MAP will not do you any good unless the Committee and the Volunteer Co-Ordinator (if you appoint one) put it into action.)
8. Volunteering **MUST** be maintained on every Club Executive Club Committee meeting agenda.
9. You should always budget for the recruitment, training, recognition and reward of your Volunteers

NOTE: The Standard Volunteer Management Plans have been provided as a guide only.

Edit them as may be necessary by referring to the “KA Volunteer Management Framework” and the 7 Steps Tables in “Volunteer Management Action Plan” workbook to reflect the requirements of your Club.

Select any of the discussion/action points from the tables above and add them to the standard plan that applies to your Club.